April 7, 2016

ADDENDUM NO. 1

Your reference is directed to RFP #678 PUR-3000002216, which has a deadline for the submission of proposals of 2:00 p.m. (CST) on April 18, 2016.

Responses to Inquiries

THIS ADDENDUM IS HEREBY OFFICIALLY MADE A PART OF THE REFERENCED REQUEST FOR PROPOSALS.

ACKNOWLEDGEMENT: If you have already submitted your proposal and this Addendum does not cause you to revise your proposal, you should acknowledge receipt of this Addendum by identifying your business name and by signing where indicated. You may return this Acknowledgement by mail to: Louisiana Department of Education, C/O Karen Evans, Appropriation Control, P. O. Box 94064, Baton Rouge, LA 70804-9064, by hand delivery to: 1201 N. 3rd Street, Ste. 5-242, Baton Rouge, LA 70802 and indicate the file number and the bid opening date and time on the outside of the envelope for proper identification. The State reserves the right to request a completed Acknowledgement at any time. Failure to execute an Acknowledgement shall not relieve the proposer from complying with the terms of its proposal.

Addendum Acknowledged/No Changes:

For:_____ By:_____

REVISION: If you have already submitted your proposal and this Addendum requires you to revise your proposal, you must indicate any change(s) below, identify your business name and sign where shown. Revisions shall be delivered prior to proposal opening by mail to: Louisiana Department of Education, C/O Karen Evans, Appropriation Control, P. O. Box 94064, Baton Rouge, LA 70804-9064, by hand delivery to: 1201 N. 3rd Street, Ste. 5-242, Baton Rouge, LA 70802 and indicate the file number and the bid opening date and time on the outside of the envelope for proper identification. The State reserves the right to request a completed Acknowledgement at any time. Revisions received after proposal opening shall not be considered and you shall be held to your original proposal.

Revision:

For:_____ By:_____

Responses to Inquiries for RFP 678PUR-3000002216
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1. **Explain stakeholder satisfaction on page 27.**

Page 27 is the Louisiana Framework for evaluating 21st Century Community Learning Centers (CCLC) programs. The stakeholder satisfaction is one of the three criteria utilized in evaluating afterschool providers.

2. **How does the proposer determine the type of organization?**

The type of organization is determined by how the entity has reported itself to the Louisiana Secretary of State.

3. **What is the meaning of Cohort 8?**

Cohort 8 is the 21st CCLC providers that were awarded during the time period of July 1, 2013 – June 30, 2016. Additionally, a cohort is a group of programs that began together during a specified period of time.

4. **What is the amount for an audit?**

The fiscal audit and evaluation costs bullet on page 21 of the RFP states that contractors shall not exceed the sum total of $12,500 per 18 months for program evaluation and audits ($5,000 program evaluation and $7500 audit).

5. **Are there any specific qualifications for the Program Director?**

The qualifications for a Program Director should be in line with the policies and procedures for hiring with the proposing entity.

6. **We are a 501c3 nonprofit organization, so we are considered Non-LEA proposers. It states that all Non-LEA proposers that receive and audit, must submit copies of their organization's most recent year's independently audited financial statements. Our first audit is scheduled in April and will not be ready before the due date of the submittal. Would an engagement letter be sufficient for this requirement until the audit is completed?**

Yes, an engagement letter would be sufficient to meet the requirement based upon the first audit being scheduled in April.

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7. What is SE?

Part I, Section E on page 8 of the RFP states, "The State of Louisiana Veteran and Hudson Initiatives are designed to provide additional opportunities for Louisiana-based small entrepreneurships (sometimes referred to as LaVet's and SE's respectively) to participate in contracting and procurement with the state."

8. Explain Program Narrative inclusive of Louisiana 21st CCLC Performance Indicators Template.

Section 2.5.3, Project Requirements, includes the sections of the Proposal Narrative. Page 42, number 2 in the instructions sections states, "Copy and paste the template below in the body of Project Design and Implementation sections of the application packet."

9. Are the minimum hours of operation based on an 18 month period or a SY? For example, will students at the elementary level have to attend at least 250 hours over the 18 month funding period or the 9 month school year?

The minimum hours stated in the RFP are for a school year.

10. If the district chooses a partnering organization, would that organization be considered a contractor or a professional service, in other words will the partnering organization be limited to no more than 40% of total allocation?

It would depend on what type of partner the district is utilizing. If the district is utilizing a partner that will be acting as a subcontractor, the 40% subcontractor limitation is applied. If the partner is only providing services for a limited time and is listed as an independent contractor and not a subcontractor, the 40% subcontractor rule would not be applicable.

11. If the District Parish has D or F on report card but one school has a C or better, should that school be served?

The entity must choose the schools to be served and the choice should be based upon serving those students with the most need.

12. Are there any educational requirements for the Program Director?

See the response for question number 5.

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13. Can we maintain the required template for performance indicators in the 8 point font as the form is now presented on the RFP?

The template is considered a required form. Page 29 of the RFP states that the narrative pages of the proposal should total no more than twenty five (25) double-spaced 8.5" x 11" pages using a 11-point Arial font with one-inch margins.

14. Are we to place only the 5 specific objectives that correspond to the 5 performance indicators on the template? Or are we supposed to place all sub-objectives on that template also. For example Objective 1.0, 1.1, 1.2, the Objective 2.0, 2.1, 2.2 etc?

Please refer to the instructions section on page 42 if the RFP.

Instructions

1. Review the template below in planning activities that are aligned with the performance indicators for the federal 21st Century Community Learning Centers objectives.

2. Copy AND paste the template below into the body of Project Design and Implementation Section OF THE APPLICATION PACKET. This will NOT count toward the allowed twenty-five (25) pages.

3. Include your program objective under each performance indicator.

4. Include an activity or activities with a brief description that identifies the number of days, sessions or hours that it will be offered.

5. Include the Performance indicator(s) of success. This will show the desired outcome, such as "85% of the students will improve at least one half grade level in math."

6. Describe how it will be measured. This will be used to determine if the performance indicator has been met such as "State Assessments."

NOTE: Each proposer must complete the template based upon their program needs.

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15. **As we prepare our application, we are inquiring to determine if a community-based organization can apply for funds to support an individual school that is part of a larger LEA that is also receiving funds. For example, if an LEA consists of 10 schools but only applies for funds for 6 of those 10 schools, would a community-based organization be allowed to apply for funding for one of the other 4 schools?**

A community based organization must partner with an LEA to serve schools within that LEA. There cannot be two 21st CCLC programs at the same school site.

16. **Can a single LEA (charter school) managed by a charter management organization apply as a lead applicant, with partner schools included, or must the charter management organization serve as the lead applicant for all schools on the application?**

Yes a single LEA can apply as lead applicant, with partner schools included. Those partner schools would make up the sites that will be listed on Form E.

17. **Is it allowable to use 21st CCLC funds to implement a tutoring program to be held during the school day?**

No it is not allowable to use 21st CCL funds during the school day. See Part II: Scope of Work/Services, Section 2.1 Overview.

18. **What is the date and place to submit the final proposal for the program?**

Proposal packets are due April 18, 2016 no later than 2:00 PM CST at the

LA Department of Education
Office of Management & Finance - Purchasing Section
5th floor (Suite 5-242)
1201 North 3rd Street
Baton Rouge, LA 70802

Or

Department of Education
Office of Management & Finance - Purchasing Section
5th floor (Suite 5-242)
P.O. Box 94064
Baton Rouge, LA 70802

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19. What is the format for the proposal packet?

Two (2) original copies, with original required signatures in blue ink, (NO STAPLES, BINDERS) and four (4) electronic copies on four (4) USB flash drives must be submitted. There should be 1 electronic copy per USB flash drive. A complete proposal consists of all of the following items submitted in the following order. Proposers will not be allowed to alter or revise application documents after submission.

Required Documents
Checklist
Table of Contents
Cover Page (with original signatures in blue ink) and Board Resolution
Funding Priority Points (Form AA)
Certification Statement
Partnering Agencies Form - Form A
Memorandum of Understanding (MOU) Form – Form B
Private School Consultation Form - Form C
Private School Participating Schools Form - Form D
Program Summary Forms – Form E
Fiscal Manager/Bookkeeper Qualifications Form F
Budget Forms
Veteran/Hudson Initiative Form and Documentation
Program Narrative inclusive of Louisiana 21st CCLC Performance Indicators Template
Two original copies and four (4) electronic copies on four (4) USB flash drives (1 electronic copy on each USB flash drive).

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20. Can we include additional attachments? Such as work examples?

Yes.

21. Can we include links to videos and online materials in the narrative section?

Yes.

22. Are charter schools considered private schools in respect to the private school partnership agreements?

No.

23. If your audit will not be completed until after April 18, what type of document must I file to qualify for the extension? In our case, it will be completed on May 15.

Refer to the response for number 6.

24. What is considered "in the area served by the program "as far as how many private schools must be contacted? Is there a mile radius? Is it private schools located within the attendance zone of the school?

The Department does not have any specific rules or parameters as to how many private schools must be contacted. The entity is responsible for determining those schools in the area to be served.

25. If private schools in the area are currently being served by a 21 CCLC program, are we required to offer them the program? Or should we not offer them the program since they are already served?

No, there cannot be two 21st CCLC programs at the same site.

26. Do salaries for all personnel need to be broken out by regular school year and summer school year, or is it just teachers and paraprofessionals?"

All salaries for teachers, paras, site coordinators, interventionists, data entry, and contractors should be broken out by school year and summer. The timespan an individual is working should be denoted in detail in the expenditure description.

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27. Does the grantee have to do a partnership letter or just those agencies that are partnering with the grantee?

Form A states, "List the name, address and contact person for each partnering agency. Each of these agencies must sign a Memorandum of Understanding (MOU) found on Form B which must be submitted with this proposal. NOTE: An individual, agency, organization or other entity that only provides services is considered to be a vendor, not a partner, and would not require a Partnership Agreement.

28. When we cite a reference in our proposal narrative where do we put the footnote?

Footnotes should be at the bottom of the page in which it is being referenced.

29. Do footnotes count towards the proposal narrative total page count allowed?

Yes.

30. Academic Performance – how is the growth target defined?

Louisiana's Value-Added Model incorporates students' prior achievement and demographic factors to determine an expected score (growth target) for each student. The actual scaled score for each student on the current year statewide assessment is compared to the expected score for that student to determine if a student has made more, less, or an expected amount of progress. A positive score indicates that the student made more progress than expected, a negative score indicates that the student made less progress than expected, and a score of zero indicates that the student made an amount of progress that was expected.

31. Will providers be given each attendees growth target when they are enrolled or will providers get that data from their district?

The data can be obtained from the district.

32. Partnership Letters – these do not appear on the checklist, where should they be placed in the RFP?

The letters can be placed after the partnering agencies form and the MOU's.

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33. Objective 2: "Participants participating in the program will have a higher attendance rate…as measured by after-school attendance data." This sounds like only the attendance in the after-school program is being evaluated. Please verify that the after-school attendance data is being measured and not the SIS data.

The Table that is being referenced is the objectives, indicators and measures for the 21st CCLC program in Louisiana. Objective 2 does not state that SIS data is being utilized.

34. Step Two: Attendance Points given. What is Projected Attendance?

Projected attendance is the number of students the proposer intends to serve under this RFP.

35. Are matching funds required for the total grant amount being requested?

No.

36. Are general operating costs for the Project allowed?

See Section 2.5.2 Technical Requirements for examples of allowable costs.

37. Are we able to send a draft of our proposal for review, technical assistance and feedback prior to the grant deadline?

No.

38. Is there a deadline for submission of the cover letter referenced in 1.5 A. on page 7?

The cover letter referenced should be submitted by the proposal deadline listed in the schedule of events.

39. If a consortia of agencies apply, is there specific criteria as to which one would have to be the primary grantee or are all considered grantees? 1.4.1 2.

There can only be one fiscal agent. The consortia would have to decide who serves as primary grantee.

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40. Would notice on the organization's website (rather than on the school website as suggested in the RFP) with a link to the application be considered clear and convincing evidence that notice was given to the community and proposal was made available for viewing?

Yes.

41. Does the worker's compensation requirement apply to all employees? Does it only apply to all full time employees? 1.24 Insurance Requirements

Section 1.24 Insurance Requirements states " Compensation Insurance: Before any work is commenced, the Contractor shall maintain during the life of the contract, Workers' Compensation Insurance for **all** of the Contractor's employees employed at the site of the project.

42. Guidelines stipulate that a site must operate between 250-300 hours for Elementary Schools. For summer it stipulates that the program must operate a minimum of 3-4 weeks 4 hours per day for three days. That is a minimum of 36-48 hours. When totaling the minimum of hours per site, would you add the 36-48 hours earned during summer to the after school hours to meet the minimum 250 - 300 hours per site or would you have to operate summer programming as an additional 36-48 hours bringing the minimum hours per year to 286 - 348?

Summer programming hours are separate and apart from the required 250-300 hours per site during the school year.

43. Is the stipulation for a minimum times and hours of operations per based upon a time frame of 12 months or 18 months?

The stipulated time-frames and hours for services are based upon school year and summer, not 12 months or 18 months.

44. If a contractor uses a 3rd party vendor such as ADP or Paychex for payroll, does that preclude the requirement set forth in 2.5.1 Functional Requirements Fiscal Manager/Bookkeeper Minimum Qualifications?

No.

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45. **If a site has operated for 212 hours between September 2016 and May 2017 and operated Afterschool for the minimum hours and days per week and then it operates a Summer program from June 1 to June 30th successfully meeting the minimum daily weekly hours of operation with 48 hours of operation. Will that site have met the requirements outlined on page 17 of the proposal?**

No. The site that operated for 212 hours between September 2016 and May 2017 did not meet the minimum 250-300 hours requirement for Elementary school operation under this RFP.

46. **For private school consultation, what constitutes the "area served" for determining which schools to consult, if we are an LEA that serves students from all of Orleans Parish? How many private schools within that area do we need to consult?**

See the response for question 24.

47. **For an award over $150,000 to an LEA, what % of time does Program Director need to spend on CCLC?**
It would be the percent of time that LEA deems full time.

48. **Can this person also serve as the education liaison?**
Yes.

49. **Can a school site be part of more than one application (for example, as an LEA and with a community organization) and then decide which program to be a part of?**

No. There cannot be multiple 21st CCLC programs on a school campus.

50. **Can 21st Century funds be used for programming during the school day that connects to afterschool?**

No. This RFP is for services before and/or afterschool services.

51. **Are all recipients required to run a summer program as well as a school-year program?**

Yes.

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52. Are there publically available examples of previously funded applications?

A public records request would need to be submitted to LDOE to obtain a previously funded application. The request may have a cost associated.

53. Can 21st century funds be used for supplies, such as instruments and athletic equipment, to support enrichment activities?

See Section 2.5.2 Technical Requirements for examples of allowable costs.

54. Are there any prioritized criteria for the Evaluation Plan?

Funding Priorities are noted on Form AA.

55. On page 7, section 1.4.1, it states, "The federal statute requires each proposer to give notice to the community of its intent to submit a proposal, and to provide for public availability and review of the proposal and any waiver request after submission. The school library, a public notice, or the school's website might provide for this requirement. The proposer must provide clear and convincing evidence in the proposal that notice was given to the community and proposal was made available for viewing." How long must the notification process last? What is an adequate timeframe for public notification?

The RFP does not list a timeframe for the process; however the process must take place.

56. Will applicants that extend the school day in order to provide enrichment, expanded learning, and remedial education activities incorporated in to the school day qualify as a 21st Century Community Learning Center? (Or do all activities funded by this grant have to occur "after school"?)

All activities under this RFP are for services that occur before and/or afterschool only.

57. Is there a limit to the number of full-time employee salaries that can be supported with 21st CCLC funds?

That would be determined based upon the proposal set forth, however 21st CCLC typically only funds 1 full-time salary.

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58. If serving at a year-round school, are we allowed to stop when we reach 300 hours or should we adjust our program schedule to the school calendar?

A school year consists of August – May and a summer consists of June –July.   The minimum hours required for afterschool, which occurs during the school year are listed in section 2.3 of the RFP.

59. For a summer program, are we required to provide a program at all of the school-year sites or may we offer one site for all students to attend?

Yes. Note that all children served during the school year must be offered an opportunity to be serviced during the summer.

60. Is there a limitation to the number of sites?

Yes. See Form E.

61. For the private school consultation form, what does area to be served mean? Is that the parish or surrounding community?

Refer to the response on number 24.

62. Is there a penalty for serving at a school with a "B" grade when the other schools are "D" and "F"? This school has a free and reduced lunch population of 53%.

No, however refer to section 2.1 Overview in the RFP for the specific purposes of the 21st CCLC program.

63. The proposed budget should be for September 1, 2016 – February 28, 2018?

The first 18 months is September 1, 2016 to February 28, 2018 and the second 18 months is March 1, 2018 – August 30, 2019.

64. In regards to selecting enrichment offerings, should we choose a STEM program or classes that include: Science, Technology, Engineering and Math?

The entity is responsible for making programmatic choices.

65. Due to the changes to the Louisiana Dept. of Education standards, should we select a math and ELA curriculum now or wait until standards are finalized?

The entity is responsible for making programmatic choices.

Louisiana Believes